

**Administration Committee  
February 15, 2016  
Minutes**

**Committee members present:** Chairman David Hintz, Ted Cushing, Robb Jensen, Bob Mott and Sonny Paszak.

**Others present:** Brian Desmond (Corporation Counsel), Jack Flint (ITS), Margie Sorenson (Finance), Mike Romportl (Land Information) and Kerri Ison (recording secretary).

**Call to order and Chairperson's announcements:** Chairman David Hintz called the meeting to order at 9:33 a.m. in Committee Room #2, second floor of the Oneida County Courthouse. The meeting was properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

**Approve agenda:** Motion by Cushing/Paszak to approve today's amended agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Consider and approve the Risk Manager's recommendations concerning insurance requirements in various contracts:** Desmond presented the following:

- USDA Beaver control contracts (Forestry/Highway): waiver of insurance requirements recommended.
- Sheriff's Office SRT MOU: memorandum of understanding to have paramedic EMTs from the City of Rhinelander's Fire Department on the SWAT team. Insurance waiver recommended, also request a certificate of insurance from the City with Oneida County named as an additional insured.
- Nokomis Tower Site contract: contract with Northwoods Communication tech to place broadband internet communication devices on the Nokomis Tower. Standard statutory worker's compensation with \$2 million in general commercial liability.
- WPS Survey Data: request to have access to WPS data regarding right-of-ways for the Land Information system. Insurance waiver recommended.

Motion by Jensen/Mott to approve the County Risk Manager's recommendations concerning insurance requirements in various contracts, identified as Items A-E, as presented. All ayes; motion carried.

**Efficiency Team Discussion:** Romportl provided a handout regarding the Efficiency Team #2. Included is a list of members, tasks to complete and timeline. Jensen referenced information from UW Madison Quality Management on setting priorities, criteria and quantifying rankings. Lengthy discussion followed. Motion by Cushing/Paszak that this Committee direct the work team as outlined in the Oneida County Efficiency Team Version 2 to proceed and request/direct that all departments cooperate/participate. All ayes; motion carried.

Hintz would like the Team to consider mandated efforts that are not very valuable. He would like to be able to communicate that information to state/federal lawmakers. Mott asked for a purpose statement and whether there things that could have been included and were not the last time. Mott noted as he went through the employee suggestions he noted there were efficiencies included. Lengthy discussion followed.

**Special project listings/priorities:** Mott provided handout summarizing comments from the budget survey from staff to address budget shortfalls and attempted to categorize the comments. Committee reviewed each category separately.

Incentives:

- Hintz suggested LRES be involved in evaluating staff rewards.

Efficiency:

- Discussion held regarding payroll positions at Highway/Solid Waste and Sheriff's Department which are not under the Finance Director's supervision. Evaluation of centralizing or coordination efforts for all accounting was discussed at length. An evaluation may be done for ITS as well.
- Discussion held regarding merging of departments.
- Discussion followed regarding departmental oversight.
- Utility savings were discussed and it was suggested to forward topic to Buildings and Grounds.
- Discussion was held regarding conference attendance and alternatives. Require attendees report on the conference.
- Discussion followed regarding reduction in printing costs.

Paszak excused at 10:25 a.m.

Revenue:

- Lengthy discussion held regarding levying the maximum each year and pros/cons of same.
- Discussion was held regarding reducing Courthouse hours. Forward to Buildings and Grounds to evaluate for potential energy savings.
- Discussion was held regarding departmental audits.

Capital Improvements

- Discussion followed regarding the capital improvement process and communication with all employees.

Personnel:

- Discussion followed regarding offering unpaid time off without impacting cost of insurance; flexible employment ideas. Sorenson noted benefits are calculated on full-time status and paying for benefits without production. Employees are allowed up to three days unpaid leave before being charged for insurance and up to 37.50 hours before it affects paid time off accruals.
- Discussion was held regarding a four-day work week and issues of same.
- Committee felt issues can be referred to LRES for review and evaluation.

Insurance:

- Discussion followed regarding incentives to not take insurance.
- Discussion followed regarding getting in a larger group for better rates. Sorenson discussed current group, experience and rates.

Non-mandated programs:

- Programs will be identified by the Efficiency Team.

Pay:

- Sorenson noted county board per diem has decreased significantly due to committee mergers, fewer meetings, etc.

Sheriff:

- Discussion followed regarding Sheriff's Department/jail fees. Sorenson noted a close evaluation of increased fees should be done as it could decrease revenues in the long term.
- Sorenson discussed the use of inmates and payroll.
- Cushing suggested all ideas be forwarded to the Sheriff's Department and/or Public Safety Committee.

Comments:

- Mott reviewed comments in detail.
- Discussion followed regarding employee turnover rates and whether employees are leaving for private sector jobs.
- Discussion followed regarding levy limits versus cost of living increases.

Hintz will work with Ison to forward suggestions to Buildings and Grounds and Public Safety. Cushing will share list with LRES Committee.

**Safety program:** Prior to his departure, Paszak raised concern that there was not any staff working the front desk in Sheriff's Department on Saturday. It was the consensus of the Committee to table this item to the next agenda.

**Public comment:** None.

Cushing excused at 11:32 a.m.

**Items for next agenda:** Safety Program, Efficiency Team update, long-range plan template (Heath Department to assist), Recreational Trail Subcommittee update, county administrative governance model.

**Adjournment:** Motion by Mott/Jensen to adjourn at 11:42 a.m. All ayes; motion carried.

Respectfully submitted,

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Kerri Ison, Recording Secretary

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David Hintz, Chair